

MEMORANDUM FOR MPFs/DPMs

FROM: HQ ARPC/DPBB
6760 E Irvington Place #2020
Denver CO 80280-2020

SUBJECT: FY04 Reserve of the Air Force Line and Nonline Captain Promotion Procedures

The implementation of new procedures for promotion to captain will begin with the FY04 promotion cycle. Eligibility criteria for the FY04 Reserve of the Air Force Line and Nonline Captain promotions are:

Tentative Eligibility Criteria:

Board Type	Date of Rank (DOR)
Air National Guard	30 Sep 01 or earlier
* Mandatory Selected Reserve (SelRes)	30 Sep 02 or earlier
** Mandatory Other than Selected Reserve (NonSelRes)	

*SelRes categories include eligible Air Force Reserve officers assigned as Unit Traditional, Air Reserve Technicians, Active Guard Reserve (AGR), Individual Mobilization Augmentees, Selective Service and Limited Extended Active Duty (LEAD). Although LEAD is not part of the SelRes, the Secretary of the Air Force has directed LEAD compete with the SelRes.

**NonSelRes categories include eligible reserve officers assigned in the Standby Reserve or Individual Ready Reserve (IRR).

Air National Guard Procedures:

Eligible officers will be promoted to captain on the date the officer completes three years time in grade. Promotion recommendations will occur once each year during the year preceding the officer's projected promotion. Eligible officers must be fully qualified to receive a recommendation for promotion. Senior raters will recommend and the State Adjutant Generals will certify eligible officers as fully qualified/not fully qualified for promotion. Promotion Recommendation Forms (PRFs) (AF Form 709) will only be required on those officers not recommended for promotion. Senior raters will forward promotion recommendations to the State Adjutant General. Eligible officers receiving a "Do Not Promote" (DNP) recommendation will be provided written notification from the senior rater 90 days prior (15 Apr 03) to the date the recommendation lists are sent to SAF/MR (15 Jul 03). This timeframe allows those officers 30 days to rebut the DNP directly to the State Adjutant General. The State Adjutant General will then consider the rebuttals before making a final decision on fully qualified/not fully qualified and forward those lists to ANG/DPFOO, 1411 Jefferson Davis Highway, Arlington VA 22202-3231 for consolidation. ANG/DPFOO will consolidate all lists received from the State Adjutant Generals and forward to SAF/MR through ARPC/DPB NLT 8 Jun 03 for approval and service routing for nomination to the President for appointment.

Air Force Reserve Procedures:

Eligible officers will be promoted to captain on the date the officer completes two years time in grade. Promotion recommendations will occur once each year during the year preceding the officer's projected promotion. Eligible officers must be fully qualified to receive a recommendation for promotion. Senior raters will recommend officers as fully qualified/not fully qualified for promotion to captain. Eligible officers must be fully qualified to receive a recommendation for promotion. Senior rater ownership (accounting date) will be established at 120 days prior to the date promotion recommendations are sent forward to HQ ARPC. Promotion Recommendation Forms (PRFs) (AF Form 709) will only be required on those officers not recommended for promotion. Eligible officers receiving a "Do Not Promote" from the senior rater will be provided written notification from the senior rater 90 days prior (15 Apr 03) to the date the recommendation lists are sent to SAF/MR (15 Jul 03). This timeframe allows those officers 30 days to rebut the DNP directly to the senior rater's rater. The senior rater's rater will then consider the rebuttals before making a final decision on fully qualified/not fully qualified and forward those lists to HQ ARPC/DPB, 6760 E. Irvington Place # 2000, Denver CO 80280-2000, NLT 8 Jun 03. The senior rater's rater will forward the promotion recommendation and rebuttal when the recommendation remains DNP. HQ ARPC/DPB provides all recommendations for rebuttals of DNP recommendations and the DNP recommendation to SAF/MR. SAF/MR will consider all information and make the final determination on fully qualified/not fully qualified recommendations and forward to SAF/OS for approval and service routing for nomination to the President for appointment.

Reserve of the Air Force Procedures:

Eligible officers not selected will receive a "second look" during the same cycle one year later. Officers receiving a DNP recommendation who are subsequently found to have been fully qualified, due to AFBCMR action, OPR appeal, etc., will be placed on the "fully qualified" lists for the next cycle and promoted effective as if he/she had been placed on the list for which he/she was originally eligible. Officers in a prisoner, appellate leave, deserter or AWOL status are not eligible. All promotion propriety actions (delay of promotion, removal from promotion list) applicable to the selection board promotion process will be equally applicable to promotion from a "fully qualified" list.

Reserve Active Status List (RASL): **all officers** must have been on the RASL or active duty list, or a combination of both, continuously since 15 Jun 02. Any Guard or Reserve service performed, except by members on the Inactive Status List Reserve Section (ISLRS), in the inactive Guard or Retired Reserve section, qualifies as time on the RASL.

Officers with a RASL removal date of 15 Oct 03 or later are eligible for promotion consideration.

MPFs can identify eligible officers using the "Reports Processing" menu in the Promotion Recommendation and In-board Support Information Management (PRISM) System. PRISM will continue to be used to generate master eligibility listings (MELs) for senior rater review and management level certification. PRISM is updated daily. Any additions or deletions can be determined by checking PRISM until the date recommendations are due to HQ ARPC. Board IDs are as follows:

Board Type	Board IDs
Air National Guard	A0304A
Mandatory SelRes	V0304A
Mandatory NonSelRes	W0304A

Definition of Senior Rater: For the Air Reserve Component, the senior rater is the evaluator who completes the PRF. For the purpose of the PRF, the senior rater for officers competing for promotion to lieutenant colonel and below must be at least a colonel serving as a wing commander or equivalent as determined by the management level.

Records of Performance (ROPs) and Duty Qualification History Brief (DQHB): AFI 36-2402, Attachment 1, describes the contents of the ROP. As a result of the 1995 OES review, CSAF has approved senior rater consideration of whole person factors and approved the use of a DQHB, which is now part of the ROP. The DQHB is available to MPFs to provide the information to senior raters.

a. ANG officers: The MPF serving the senior rater will provide ROPs and DQHBs (SURF "RSDQHB") to the senior rater.

b. USAFR unit assigned officers: The MPF serving the senior rater will provide ROPs and DQHBs (SURF "RSDQHB") to the senior rater.

c. IMAs and other individual reservists (e.g., Cat E): HQ ARPC/DPBR-2 will provide ROPs on IMAs and other individual reservists if requested (see "ROP Request" at http://arpc.afrc.af.mil/promo/rop_request.htm) (DSN 926-7475).

d. Air Force Reserve AGRs: The MPF serving the AGR's senior rater will provide the ROP and DQHB. Since AGRs serve on active duty, use SURF "RSDQHB".

Action Officers:

SUBJECT:	POC:	DSN:	TOLL FREE EXT.
			1-800-525-0102, ext.
Eligibility	Mr. Mondragon, HQ ARPC/DPBA	926-6398	71281
Officer Selection Records	Mr. Evans, HQ ARPC/DPBR-1	926-6341	71221
PRFs / OPRs / ROPs	TSgt Labbe, HQ ARPC/DPBR-2	926-7475	71340
All other matters	MSgt Willoughby, HQ ARPC/DPBB	926-6351	71280



DONNA M. G. PIKE, Captain, USAF
Chief, Board Secretariat Division

Attachments:

1. Milestones
2. Junior and Senior Officers
3. Instructions for Completing DNP Recommendations
4. Do Not Promote Notification Letter

Milestones

27 Nov 02	Approximate date mandatory board data created in PRISM (board build)
15 Feb 03	Senior Rater Accounting date
15 Apr 03	Senior Rater written notification due to member of DNP recommendation/Sign MELs
15 May 03	DNP PRF appeal due to Senior Rater's Rater / State Adjutant General
31 May 03	Senior Rater's Rater / State Adjutant General finalizes lists
8 Jun 03	DNP PRFs (to include appeal) due to HQ ARPC/DPBB
15 Jun 03	HQ ARPC close out date; PRISM updated
15 Jul 03	Recommendations sent to SAF/MR
15 Sep 03	Approximate date public release of promotion results

JUNIOR AND SENIOR OFFICER IN THE PROMOTION ZONE

In accordance with Title 10, USC, Section 14105, the following information is provided regarding the name and date of rank of the junior officer and of the senior officer, Air National Guard and Air Force Reserve Selective Reserve (SelRes) and Non-Selective Reserve (Non Sel-Res) in the promotion zone as of the date of this letter.

		Junior Officer Name/DOR	Senior Officer Name/DOR
Line	ANG	McKennie, Tara D. / 010829	Stapleton, Charles A. / 970108
	SelRes	Schneider, Eric N. / 020929	Barraco, Kathlene L. / 960914
	Non SelRes	Frizzell, Tammy R. / 020905	Johnson, Danta L. / 980529
Chaplain	ANG	Kelly, Trisa E. / 010811	Cook, Dwight E. / 990224
	SelRes	Dersch, David M. Jr. / 020728	Grant, Mark T. / 980422
	Non SelRes	<i>No eligibles</i>	<i>No eligibles</i>
Dental Corps	ANG	<i>No eligibles</i>	<i>No eligibles</i>
	SelRes	<i>No eligibles</i>	<i>No eligibles</i>
	Non SelRes	<i>No eligibles</i>	<i>No eligibles</i>
JAG	ANG	Novello, Carolyn / 010208	Young, William J. / 970612
	SelRes	Lowenstein, Steven / 001029	Lowenstein, Steven / 001029
	Non SelRes	Lake, Aaron G. / 010330	Baker, Mark A. / 990410
Medical Corps	ANG	Stewart, Douglas T. / 010609	Gainey, Keshan L. / 990820
	SelRes	Higuera, Victor A. / 961127	Higuera, Victor A. / 961127
	Non SelRes	Wilson, Peter N. / 000831	Wilson, Peter N. / 000831
Nurse Corps	ANG	Ehman, Dominic L. / 010929	Johnson, Brenda L. / 980201
	SelRes	Reitz, Laura M. / 020915	Gooch, Sharron L. / 950617
	Non SelRes	Taylor, Maureen Lynn / 020314	Mayberry, Debbie / 920121
MSC	ANG	Hill, Joel E. / 010921	Mossl, Jean B. / 980514
	SelRes	Chancey, Brandie J. / 020923	Hart, Jonathan P. / 981113
	Non SelRes	<i>No eligibles</i>	<i>No eligibles</i>
BSC	ANG	Morgenstern, Michael A. / 010930	Brumley, Sabrina R. / 990204
	SelRes	Matthews, Troy B. / 020905	Corahernandez, Mario GR / 971220
	Non SelRes	Chiou, Laurie Kaplan / 011111	Sarver, Joann / 990507

INSTRUCTIONS FOR COMPLETING “DO NOT PROMOTE” PROMOTION RECOMMENDATION FORMS (PRFs)

Senior raters will use the AF Form 709, PRF, for making “Do Not Promote” promotion recommendations for line and nonline officers competing for promotion to captain.

Complete the AF Form 709 as described in AFI 36-2406 para 8.2.

Provide a copy of the PRF to the ratee, or nominee, about 90 days before recommendations are due to HQ ARPC/DPB (USAFR) or State Adjutant General (ANG).

Officers receiving a “Do Not Promote” rating will have 30 days to rebut the DNP directly to the senior rater’s rater (USAFR) or State Adjutant General (ANG). The senior rater’s rater (USAFR) or State Adjutant General (ANG) will consider the rebuttal and the senior rater’s DNP and make a final recommendation for forwarding to SAF/MR. The Senior Rater’s rater or State Adjutant General will forward the promotion recommendation and rebuttal when the final recommendation remains DNP.

HQ ARPC/DPB provides all recommendation lists, rebuttals and DNP recommendations to SAF/MR for Reserve of the Air Force promotions. ANG/DP will consolidate the same information from the State Adjutant Generals for Air National Guard promotions and forward to HQ ARPC/DPB prior to 8 Jun 03. SAF/MR will consider the rebuttals and DNP recommendations and make the final determination of whether an officer is fully qualified and then forward to SAF/OS for service routing and nomination to the President.

(Date)

MEMORANDUM FOR (Ratee)
(Ratee's Address)

FROM: (Senior rater's functional address symbol)
(Senior rater's functional address)

SUBJECT: Officer's Right to Submit a Memorandum to (ANG – State Adjutant General; USAFR – senior rater's rater)

I have recently completed your AF Form 709, Promotion Recommendation. In this report, I recommended to (State Adjutant General or senior rater's rater) that you not be selected for promotion at this time. Because of this recommendation, I am reminding you of your right to submit a memorandum to (State Adjutant General or senior rater's rater).

If you believe this report is inaccurate, unjust, or unfairly prejudicial, you may write a memorandum to (State Adjutant General or senior rater's rater) concerning these matters. This memorandum must arrive at the (State Adjutant General or senior rater's rater) NLT (insert date DNP PRF appeal memo's is due). In addition, you may apply for a review of the report under AFI 36-2401, once the report becomes a matter of record as defined in AFI 36-2406, Attachment 1.

Instructions as to what is permissible in a memorandum to (State Adjutant General or senior rater's rater) are provided in AFI 36-2504, paragraph 4.7. If you require further information concerning your right to submit a memorandum to (State Adjutant General or senior rater's rater), the MPF is available to assist you.

(Senior Rater Signature)
(Typed name, grade, branch of service)

Attachment:
AF Form 709